At Haynes and Boone, our people are the driving force behind our success. Because we value the role every individual plays in how we deliver exceptional legal services, we hire people who will contribute to our professional reputation, enhance client relationships and share in our success.

Haynes and Boone’s Orange County office serves the needs of California’s premier technology industries and capitalizes on the West Coast’s global access. We have vibrant practices in intellectual property (IP), in-bound Asian work, venture-funded corporate matters, and big-ticket litigation such as patent, securities, insurance coverage, and class action labor and employment matters. Our thriving economic community is home to an array of businesses, ranging from Fortune 500 companies to emerging technology ventures. Our expanded presence here heightens Haynes and Boone’s coast-to-coast capabilities while giving clients the benefits of our growing geographic base. Most of our California-based lawyers have earned engineering or technical degrees in addition to law degrees, enhancing their understanding of the intricacies of IP. Our team members have been recognized in publications such as *The Best Lawyers in America* directory (Woodward/White, Inc.), *Intellectual Asset Management (IAM) Patent 1000* (Globe White Page Ltd), and *Managing IP Magazine* (Euromoney Institutional Investor PLC). We are committed to having a diverse workforce that reflects our communities, and we seek highly motivated lawyers and staff who value our culture of respect and teamwork.
This exempt employee is responsible for providing reference and research assistance to lawyers and paralegals in all Haynes and Boone offices; and for assisting Haynes and Boone employees in using the Library.

**Essential Duties**

- Perform complete, accurate and timely communications and information delivery to firm and client personnel, and other information services users.
- Provides reference and research assistance in support of the various legal and administrative departments throughout the firm.
- Provide research using traditional print and electronic information resources and tools;
- Locate information on all types of legal and non-legal subject matter;
- Coordinate interlibrary loan transactions;
- Coordinate LexisNexis and Westlaw and other vendor provided online services training; and
- Assists on technical services and knowledge projects.
- Works with Director on Library and Competitive Intelligence projects.
- Administer and support credentials for access and cost recovery for Library electronic resources and the firm’s electronic resource management service, Onelog.

**Reporting Relationship**
The Librarian will report directly to the Senior Library Manager.

**Qualifications**

**Knowledge/Experience:**
- Should possess a basic understanding of the practice of law with an extensive knowledge of sources and methods used in law, business, economics, and the social sciences; and have a detailed understanding of the various electronic resources available in these areas.
- 3+ years reference experience in a law library or a library with a significant law book collection.

**Skills:**
- Strong electronic research skills, including but not limited to, the use of LexisNexis, Westlaw, public records databases, and the Internet.
- Proficiency in multiple standard office applications.
- Good communication and interpersonal skills, and a highly developed customer service orientation.
- Ability to work independently and as a team member in a fast-paced environment.

**Education:**
• An M.L.S., M.L.I.S., M.I.S., or equivalent degree from an American Library Association-accredited school.

**Physical Demands:**
Must be able to move around the office up to 15% of the time to make copies, fax, file, etc. Remains stationary at least 85% of the time. This position operates computers and other office productivity machines (e.g., fax machine, copier, printer, etc.) on a regular basis. Occasionally required to move documents or files weighing up to 15 lbs. This position requires constant communication and exchange of information with the Firm lawyers, clients and staff. This position must be able to inspect and observe information on a computer screen at least 80% of the time.

**Working Conditions:**
Office environment. Occasional travel to firm offices and conferences.

**Pay Range:** $75,000 - $85,000 per annum.